

Neighbors West-Northwest Services and Programs

Core Services

To meet regulatory and contractual minimums:

- Publish/Post Public Notices for Events
- Manage Calendars
- Records Management and Storage
- Management of Membership Databases

Administrative Support

- Provide Insurance
 - General Liability
 - Directors and Officers (D&O)
(group savings, managed centrally)
- File State Corporation Annual Renewal and pay fee
- File Annual State Non-Profit Report (CT-12) and pay fee
- File Annual Federal IRS Report (Form 990) and pay fee
- Provide Fiscal Sponsorship to Members without Federal Non-Profit Status (501c)
- Manage and pay for web hosting (group)
- Update and pay for web domain names
- Website backup and updates
- Staff Support to NWNW Coalition Board

Supplementary Direct Services

- Graphic Design
- Website Design
- Limited I.T. Support
- Trainings
- Bookkeeping
- Fundraising Support

Technical Services and Advice

- Information and Referral
- Connections to government and community agencies
- Organizational management best practices consultation
- Risk Management consultation
- Board and Committee Orientations

Communications

- Monthly Printed Coalition-wide Newsletter (in NW Examiner)
- Monthly e-news newsletter
- Annual Communications Funding Program

Direct Liaison Services to Neighborhood Associations

- Consultation and/or Meeting attendance, prepare materials as requested
- Included on member board@ emails (priority given to emails addressed directly to staff)
- Limited administrative support: Filing, reference
- Assistance with communications projects as requested

Programs

- Emergency Preparedness Committee
- Coffee Klatch Roundtables
- Walk About/Talk About Tours
- Other contracted services
 - Neighborhood Small Grants Program (as funds are available)
 - Neighborhood Cleanups
 - Parks & Rec I-405 TAC

Neighbors West-Northwest Staff Descriptions

Mark Sieber, Executive Director

503.823.4212, mark@nwnw.org

- Staff supervision, program development & office systems
- Financial Management, insurance & risk management
- Non-profit governance—ONI Standards, ORS 65, Federal & state tax rules, Bylaws, parliamentary procedure
- Land Use and Transportation
- Office of Neighborhood Involvement Liaison —programs, budget & regulatory
- Coalition offices' Chairs and Directors group Liaison
- Direct Liaison to Neighborhoods
 - Forest Park
 - Northwest District
 - Northwest Heights

Anastasia Zurcher, Neighborhood Support Specialist

503.823.4288, Anastasia@nwnw.org

- Maintain coalition and ONI calendars: posts neighborhood meetings & events
- Editor, Coalition-wide printed newsletter "Neighborhood Activist" & e-newsletter
- Manage neighborhood communication funds and support communication, recruitment & outreach
- Graphic design
- Coalition website maintenance
- Incorporates social media into coalition outreach strategy: Facebook and Twitter
- Direct Liaison to Neighborhoods
 - Northwest Industrial
 - Old-Town Chinatown
 - Pearl District

Jennifer Kirk, Program Manager

503.823.4265, jen@nwnw.org

- Develop & manage programs
 - Coffee Klatch
 - Emergency Preparedness
 - Records Management (& records requests)
 - Walk About/Talk About
- Coordinate special programs/projects
- Develop training materials
- Direct Liaison to Neighborhoods
 - Arlington Heights
 - Portland Downtown
 - Sylvan-Highlands

Doretta Schrock, Neighborhood Support Specialist

503.823.4211, Doretta@nwnw.org

- Neighborhood Cleanups
- ONI contract reporting
- Membership database management
- NWNW Board assistance
- NWNW Fundraisers
- Direct Liaison to Neighborhoods
 - Goose Hollow
 - Hillside
 - Linnton